

FELTONFLEET SCHOOL

ADMINISTRATING MEDICINES POLICY

Policy Statement

This policy is required under the Statutory Framework for the Early years Foundation Stage(EYFS) but applies to all pupils at Feltonfleet School. This policy is addressed to all staff and covers the administration of medicine to children in the care of the school by staff.

Matrons are responsible for the safe storage and administrating of all medication.

Aims

Our aim is to implement and maintain an effective and safe system for the administration of medicines to all children in our care to ensure that the school provides support to individual children with medical needs.

Parental responsibility

- The school promotes on-going communication with parents in order to ensure that specific needs of all children in our care are known and met.
- Parents of all pupils at the school are required to complete medical forms prior to the pupil joining the school.
- Parents must give prior written permission for the administration of medication.

Prescription medications

- Children taking prescribed medication must be well enough to attend school.
- Prescribed medication must be in-date and only issued to the pupil for whom it has been prescribed.
- Prescribed medicines must be in their original containers, clearly labelled and inaccessible to the children.
- All medication must be taken to the Matron who will ask the parent to sign a consent form. No medication may be given without the form being fully completed.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Non- prescription medication

- The Matron may only administer non-prescription medication such as pain and fever relief if parents have already provided written consent for this to happen and only if there is a health reason to do so.

Records

- The administration of all medication is recorded accurately each time it is given and is signed by the Matron.
- Matrons will inform parents on each and every occasion that any medication has been administered.

Storage of medicines

- All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or refrigerated.
- Matrons are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in school. Matrons check that any medication held is in date and return any out-of-date medication back to the parent or, if more appropriate, a pharmacy.
- Emergency medicine such as asthma inhalers or Epi-pens will be stored in a named personal rucksack (for Calvi) and a named plastic box (for Main School) in a place that is easily accessible and known to all staff. Children may be required to carry their medicine with them at some times during the school day. This will be decided in discussion between the school, parents and, if applicable, the child's doctor. Secondary Epi-pens when necessary, are kept in a locked cabinet in the Calvi Staff Room (Pre-Prep) or in the Catering Manager's Office (Prep School). Other emergency medicine, such as rectal diazepam, is stored in a locked cabinet in the Calvi Staffroom (Pre-Prep) and details of procedures are with it and also on the child's Health Care Plan displayed on the Staffroom notice board.

Children who have long term medical conditions and who may require ongoing medication

- Matrons issue a Health Care Plan Form to parents to be completed by the family doctor and signed by the parent. This is then returned to school and signed by the Headmaster or Head of Lower School. The Health Care Plan should include the measures to be taken in an emergency. In Calvi, the Health Care Plans are displayed on the Staffroom notice board with a photograph of the child and also kept with any emergency medication. In the Main School Health Care Plans are kept in the

dispensary, in a file above the staff pigeon holes and where appropriate are displayed in the kitchen with the child's photograph.

- The health care plan is reviewed every year or more frequently if necessary. This includes reviewing the medication.

Managing medicines on trips and outing

- The school will encourage and make reasonable adjustments to allow pupils with medical needs to participate in safely managed visits. Risks assessments will highlight any special considerations.
- Staff supervising the excursions need to be aware of any medical conditions and the relevant emergency procedures. This information must be given to the school prior to participation in any school trip. Any medical condition must be highlighted by the parents on the consent form.
- Arrangements for taking any relevant medicines will also be taken into consideration. Wherever possible, the pupil should carry their own emergency medication, however a named person will be identified to supervise the storage and administration of medication if required. A copy of individual Health Care Plans, where available, will be taken on trips in the event of the information being needed in an emergency.
- For residential trips, details of storage and administration of medicines will be provided at the time.

Emergency Procedures

- In the event of emergency medication needing to be used, eg epipens or rectal diazepam, it would be administered as set out in the Individual Care Plan, an ambulance called, as appropriate, and parents contacted. If the pupil needs to go to hospital and a parent has not yet arrived at school, then a member of staff (key person for EYFS) would accompany them.

Sue Ward March 2011
To be reviewed annually